RCCI
CNP 2000
FOR
COMMODITIES

CHAPTER 11

RCCI CNP 2000 FOR COMMODITIES

Overview of Commodity Ordering System

Welcome to the Food Distribution Program's web-based commodity ordering system!

The monthly commodity ordering system is a 2-part process:

This is a simple and straightforward process that is easy to use. This manual will guide you through the 2-part process.

Part 1: Ordering Allocated Commodities (A, B and Bonus)

From the **1st of the month through the 10th of the month**, you will place your order for commodity items allocated to you for A and B commodities as well as Bonus items (if available).

Note: If it should become necessary to allocate processed items (Like chicken nuggets and beef patties), these items would show up in Part 1.

Part 2: Requesting and Ordering Surplus Commodities (A, B, Processed and Bonus)

From the **16th of the month through the 25th of the month**, you can request and order Surplus commodities (all unused allocations of A and B from Part 1), processed items and Bonus items (if available).

Surplus commodities are available on a first come, first serve basis, so you may want to check it early.

This is where you will order flour, peanut products, pasta, and oil – these items are called "open commodities."

Processed commodities orders are also ordered online in Part 2 of your monthly order. The first time a processed item is offered it will be allocated on Part 1.

Your entitlement amount will be drawn down as you order commodities each month. Once you have reached 100% of your entitlement you will only be able to order Bonus items.

Once Part 2 is completed, orders are closed and your commodities will be shipped to you. You can also generate the reports you need – Bills of Lading and Planned Assistance Level (PAL) Reports.

Commodity Delivery Timeline

Commodities ordered in one month are delivered the next month (example: commodities ordered in October will be delivered in November). See chart below.

Commodity Orders submitted in:	Will be delivered in:
August	September
September	October
October	November
November	December
December	January
January	February
February	March
March	April
April	May
July	August

Note: We do not ship in June or July

If you have any questions, please contact us at 208-332-6820.

IMPORTANT!! PLEASE READ!!!

When working in the commodities ordering system, **do not** use the Enter key on your computer keyboard at any time as it will kick you out of the screen you are in.

Always back out of a screen by using the "Back" or "Cancel" button located at the bottom of the screen. If there is no "Back" or "Cancel" button at the bottom of the screen, then use the back button in the upper left corner of the screen, or click on the side bar menu to open a new screen.

Login

Welcome to the Idaho SDE web-based Commodity ordering site! The Internet address for the website is**:**

http://cnp.sde.idaho.gov/cnp

Once connected to the website, you will see the following screen:
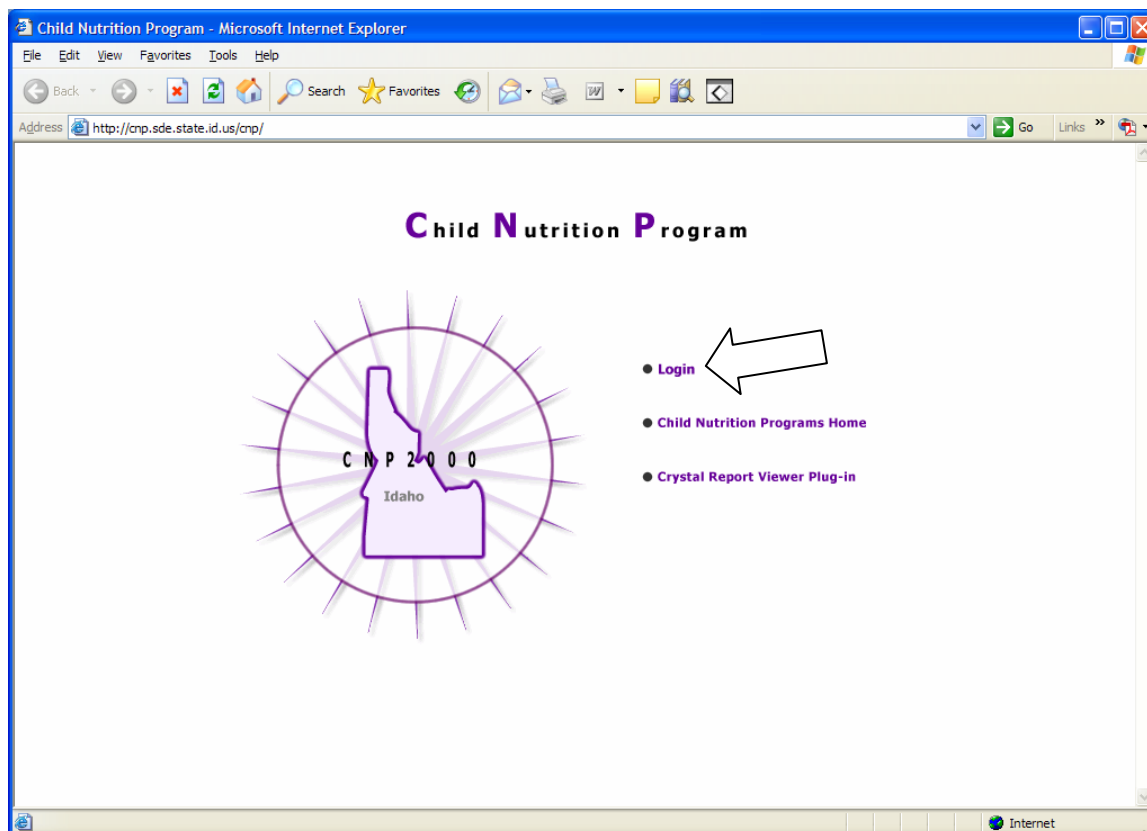
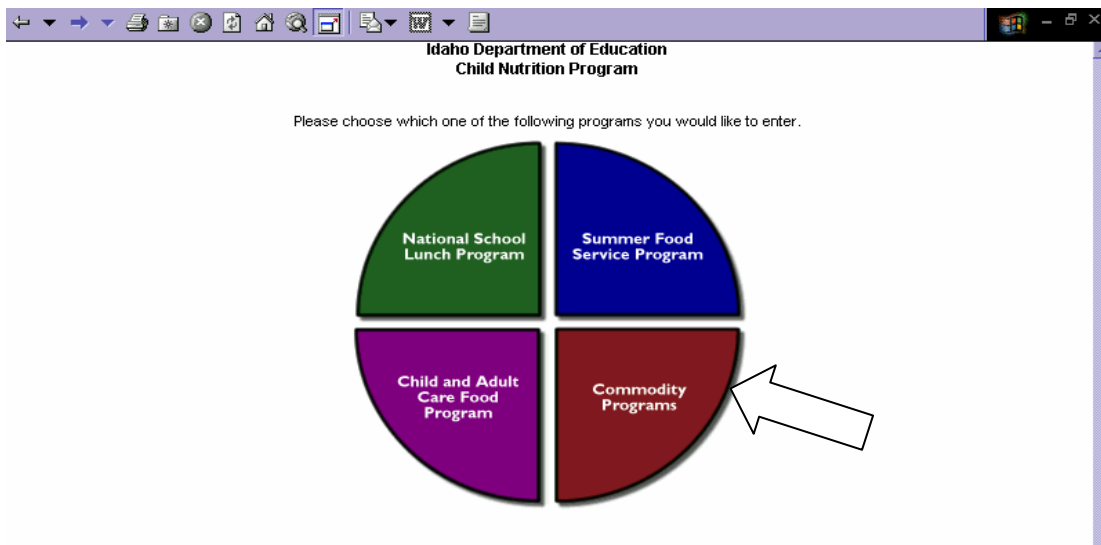To begin using the system, click on Login.

The second screen you will see is:

Enter the Username and Password then click on the "login" button and the following screen will appear.
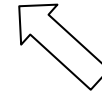
NOTE: Both the user name and password are the ones you assigned yourself when you submitted the User Authorization form.

To access the Commodity ordering site, click **on** the "Commodity Programs" wedge of the pie chart.
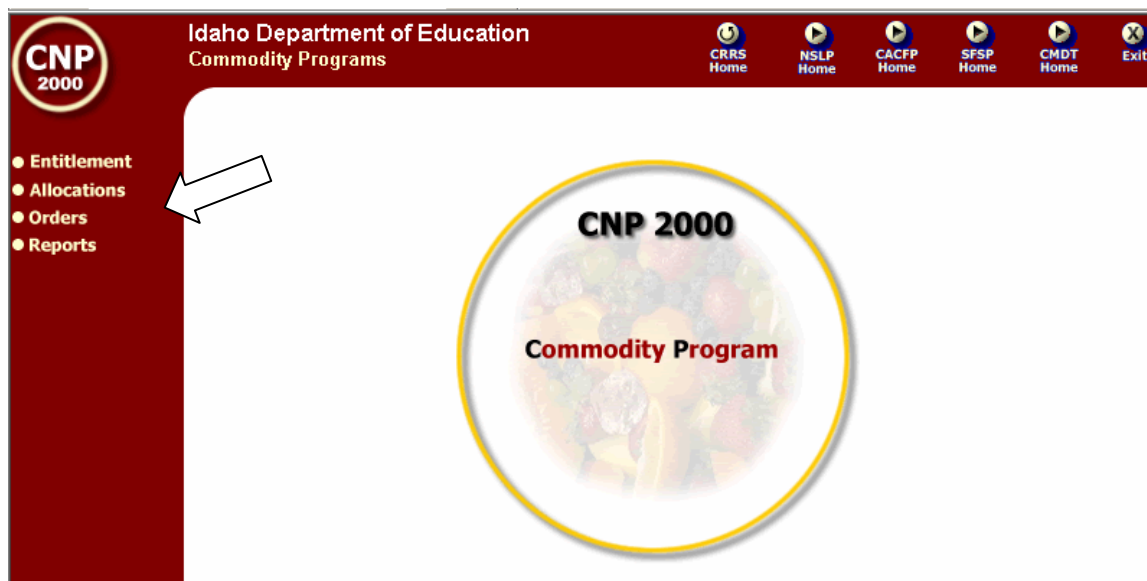
Commodity Program Home Page

Shown below is the Commodity Program home page. At the top of this screen are buttons that help navigate within the system.

Side Bar Menu

This screen also has a side bar menu located on the left side of the screen. The menu choices are Entitlement, Allocations, Orders, and Reports. Each of these choices is documented in this manual.

The above left side bar menu displays the following four menu items:

Entitlement – This section shows your Entitlement status for the year, and can be checked at any time to monitor status of Entitlement dollars throughout the school year.

Allocations – This section is where you request surplus commodities in Part 2 of the ordering procedure.

Orders – This section is where orders are placed.

Reports – This section allows you to print Bills of Lading and PAL (Planned Assistance Level) Reports.

Entitlement

Check your Entitlement. (Your entitlement may change throughout the year, so make it a habit to check it regularly.)

Click on "Entitlement" on the side bar menu. A subheading on the side bar menu will come up called "Sponsor Inquiry" – click on this subheading. The Sponsor Inquiry function allows a running balance of your entitlement to be viewed together with entitlement transaction details. The screen that appears is called the Entitlement Inquiry:

Entitlement Inquiry Screen

To access your entitlement information, choose the current Fiscal Year and click on the "Next" button. The following screen will be displayed.

NOTE: If you need to go back, always use the "Back" button at the bottom of the screen.

CRRS Home · NSLP Home · CACFP Home · SFSP Home · CMDT Home · Exit

CNP 2000

- **Entitlement**
- Sponsor Inquiry
- **Allocations**
- **Orders**
- **Reports**

Entitlement Inquiry

Agreement# 0072   **Sponsor:** Basin S.D. #072   **Program:** 2004 SCH

Entitlement						
Group	Entitlement	Used	Allocation	Date	Original	Status
A and B	$62,121.00					
	$62,111.75	$9.25	Req1027	6/16/2003	$9.25	Successful
	$59,115.00	$2,996.75	ADJ9	6/16/2003	($2,996.75)	Manual Adj.
	$59,040.39	$74.61	Req1032	6/25/2003	$74.61	Successful
	$59,008.19	$32.20	Req1033	6/25/2003	$32.20	Successful
	$57,078.90	$1,929.29	Sept1	6/25/2003	$1,929.29	Successful
	$56,846.04	$232.86	Oct1	7/1/2003	$232.86	Successful
	$56,840.40	$5.64	Req1049	7/1/2003	$5.64	Successful
	$56,793.00	$47.40	oct2	7/2/2003	$47.40	Successful
	$56,787.36	$5.64	Req1053	7/2/2003	$5.64	Successful
	$55,607.76	$1,179.60	Nov1	7/14/2003	$1,179.60	Successful
	$47,273.39	$1,272.26	Req1081	8/7/2003	$1,272.26	Successful
	$46,934.79	$338.60	Req1082	8/7/2003	$338.60	Successful
	$45,738.13	$1,196.66	Req1086	8/11/2003	$1,196.66	Successful
	$44,738.13	$1,000.00	ADJ13	8/11/2003	($1,000.00)	Manual Adj.
	$43,998.38	$739.75	Req1087	8/27/2003	$739.75	Successful
Remaining	$43,998.38					

‹Back

This screen will show you a running total of your entitlement dollars. Each order you've placed is listed. You can check an individual order by clicking on the underlined link listed in the Allocation column (check Reports section for detail instructions to view the link). Use the "Back" button to exit the Entitlement section.

Part 1: Ordering Allocated Commodities
(A, B and Bonus - from the 1st through the 10th of the month)

1. Order your allocated items.

On the side bar menu, click on "Orders" and then click on "Entry Form." Select the program year (example: 2004) and click on the "Next" button.

The order form screen below will be displayed. This is where you order allocated items.

Enter in the quantity you want of each item in the boxes under the "Order Qty" column – up to the maximum amount listed as available. If you are not ordering any of an item, leave the quantity box blank. This screen shows in the available column the total number of cases you can order at this time (your fair share).

The following screen shows an example.

2. Check your order before you submit it.

To check your order before you submit it, click on the "Refresh" button. This will total up the number of cases you are ordering and if there is a problem with the order you will get an error message.

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### 3. Modify your order, if needed.

If you want to change your order, just fill in the new quantities and click on the "Refresh" button again. Print the screen for your reference before submitting order. It will help you remember what you ordered in Part 1 when you order in Part 2.

4. Submit your order.

Once you are satisfied with your order, click on the "Submit Order" button located at the bottom of the screen. The following screen will be displayed:
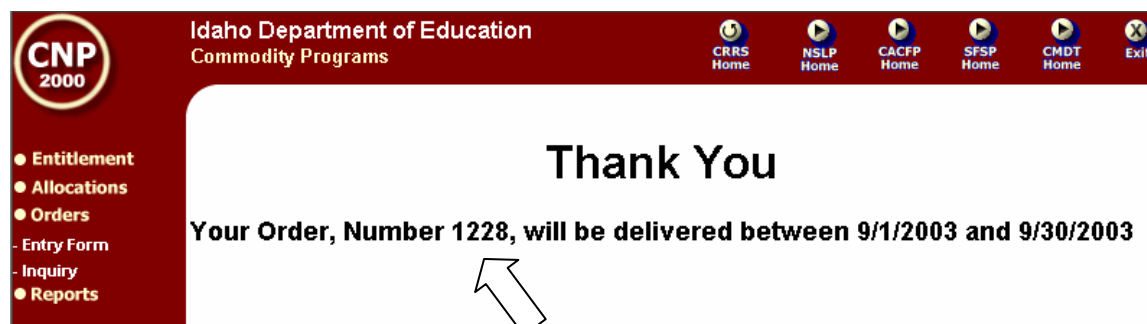
This screen will give you an order number and the date range of delivery. **Write this order number down or print this page for reference.**

NOTE: If you hit the Enter key by mistake, the "Thank You" screen will appear. Don't panic; just click on "Entry Form" and follow Step 5 in Part 2.

You are now finished with Part 1. To exit, click on the "Exit" button in the upper right corner of the screen.
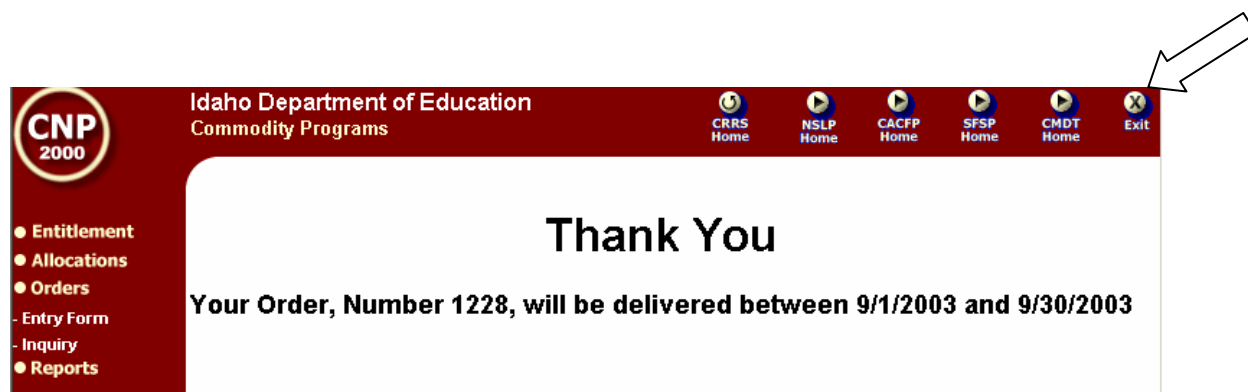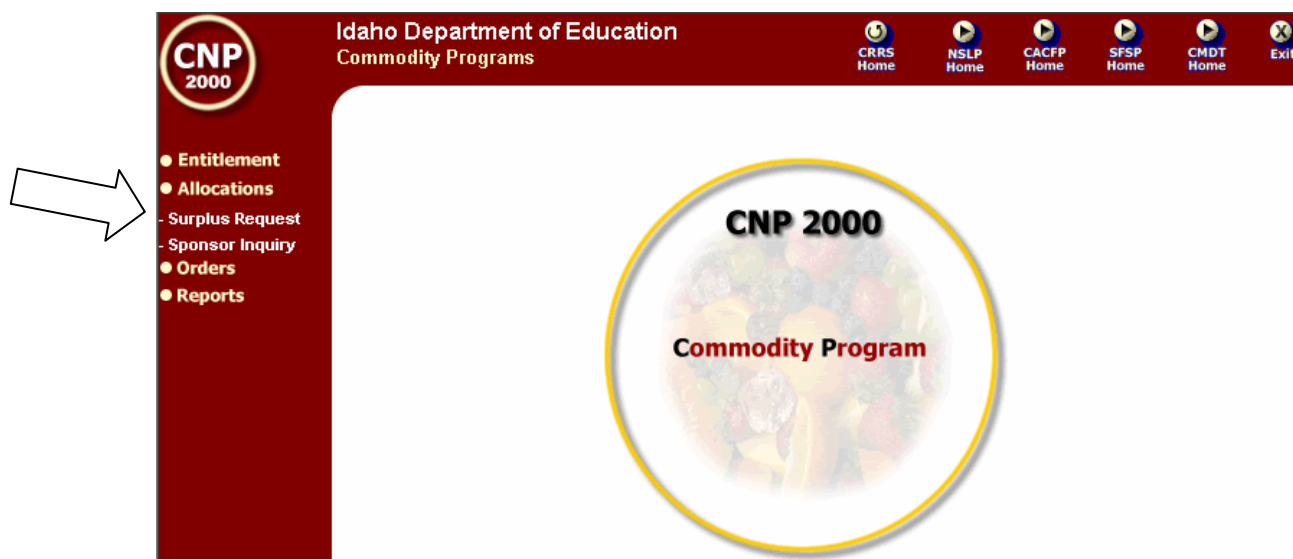

The state office will close Part 1 of the ordering cycle at the close of business on the 10th of the month. All commodities not ordered will be transferred into Surplus and you will have the opportunity to request and order additional commodities in Part 2 of the ordering procedure.

Part 2: Requesting and Ordering Surplus Commodities
   (A, B, Processed and Bonus - From the 16th to the 25th of the month)

1. Request Surplus A and B commodities, processed commodities and Bonus commodities.

Log back in to the commodity section (see pages 11.3 - 11.4 for Login procedure).

On the side bar menu, click on "Allocations" and then click on "Surplus Request."

The following screen will be displayed:

Select the program year (example: 2004) and click on the "Next" button. The following screen will be displayed:

Idaho Department of Education
Commodity Programs

CRRS Home | NSLP Home | CACFP Home | SFSP Home | CMDT Home | Exit

- Entitlement
- Allocations
- Surplus Request
- Sponsor Inquiry
- Orders
- Reports

- Reports

Surplus Request

Agreement# 0072   Sponsor: Basin S.D. #072   Program: 2004 SCH
Warehouse: Northwest Distribution

Entitlement		
Entitlement		$120,315.00
Entitlement Used		$52,154.48
Remaining Entitlement		$68,160.52

Description	Pack Size	Comm Code	Group	USDA Value	Surplus	Quantity
Bonus Commodities						
Potatoes Instant (Bonus)	6/5 LB	A200	A	13.80	1979	
Apricots Cnd (Bonus)	6/#10	A360	A	18.41	309	
Blueberries, Frozen Wild (Bonus)	30#	A366	A	21.91	434	
NFD Powder Milk (Bonus)	55#	B114	B	55.97	449	
Entitlement Commodities						
Walnuts, English, Pieces	30 LB	A257	A	52.50	1768	
Orange Juice Concentrate Frozen	12/32 OZ	A301	A	16.93	888	
Applesauce Cnd	6/#10	A350	A	10.13	529	
Peaches, Cling, Sliced, Cnd	6/#10	A408	A	15.74	639	
Pears, Diced	6/#10	A434	A	11.77	3144	
Turkey Roast, Frz	32-48 LB	A537	A	70.61	998	
Eggs, Whole, Frozen	6/5 LB	A568	A	15.00	677	
Beef, Frozen, Ground 40#	40 LB	A608	A	68.38	1604	
All Purpose Flour Enriched Bleached	4/10#	B183	B	5.64	137	
Macaroni Spiral	20#	B435	B	5.80	686	
Rolled Oats	12/3#	B445	B	10.46	777	
Oil, Vegetable	6/1 gal	B670	B	23.10	726	
Gold Kist Chix Nuggets (Processed)	20#	P901	A	15.54	70	
Pierre Beef Patty (Processed)	140/2.3 oz	P903	A	30.06	230	

Totals			
Request Value:	$0.00	Cases:	0

< Back | Cancel | Refresh | Submit Request

This screen will list all commodities available. If an item is not listed, it is not available. For each item listed, the amount available is listed in the "Surplus" column. You may order as much as you want of these items. However, please remember that your entitlement will be drawn down accordingly.

This is where you create and submit a list of the Surplus A and B commodities, processed commodities and Bonus items you want to **add to your Part 1** order of allocated items.

Enter in the quantity you want of each item in the boxes under the "Quantity" column. If you are not ordering any of an item, leave the quantity box blank. See following example:

Note: If your entitlement is used up, you can only order from the top part of the screen – under the "Bonus Commodities" section. The system will not allow you to order anything from the "Entitlement Commodities" section. If you put a quantity in the entitlement section, you will receive an error message when you try to refresh or submit.

Idaho Department of Education
Commodity Programs

CRRS Home   NSLP Home   CACFP Home   SFSP Home   CMDT Home   Exit

- ● Entitlement
- ● Allocations
- - Surplus Request
- - Sponsor Inquiry
- ● Orders
- ● Reports

Surplus Request

Agreement# 0072   Sponsor: Basin S.D. #072   Program: 2004 SCH
Warehouse: Northwest Distribution

Entitlement	
Entitlement	$120,315.00
Entitlement Used	$52,154.48
Remaining Entitlement	$68,160.52

Description	Pack Size	Comm Code	Group	USDA Value	Surplus	Quantity
Bonus Commodities						
Potatoes Instant (Bonus)	6/5 LB	A200	A	13.80	1979	
Apricots Cnd (Bonus)	6/#10	A360	A	18.41	309	
Blueberries, Frozen Wild (Bonus)	30#	A366	A	21.91	434	
NFD Powder Milk (Bonus)	55#	B114	B	55.97	449	2
Entitlement Commodities						
Walnuts, English, Pieces	30 LB	A257	A	52.50	1768	
Orange Juice Concentrate Frozen	12/32 OZ	A301	A	16.93	888	
Applesauce Cnd	6/#10	A350	A	10.13	529	
Peaches, Cling, Sliced, Cnd	6/#10	A408	A	15.74	639	
Pears, Diced	6/#10	A434	A	11.77	3144	
Turkey Roast, Frz	32-48 LB	A537	A	70.61	998	
Eggs, Whole, Frozen	6/5 LB	A568	A	15.00	677	
Beef, Frozen, Ground 40#	40 LB	A608	A	68.38	1604	3
All Purpose Flour Enriched Bleached	4/10#	B183	B	5.64	137	2
Macaroni Spiral	20#	B435	B	5.80	686	
Rolled Oats	12/3#	B445	B	10.46	777	2
Oil, Vegetable	6/1 gal	B670	B	23.10	726	
Gold Kist Chix Nuggets (Processed)	20#	P901	A	15.54	70	5
Pierre Beef Patty (Processed)	140/2.3 oz	P903	A	30.06	230	

● Reports

Totals			
Request Value:	$0.00	Cases:	0

< Back   Cancel   Refresh   Submit Request

2. Check your Surplus Request before you submit it.

To see your Surplus Request total number of cases requested and how much your entitlement will be reduced, click on the "Refresh" button.

All Purpose Flour Enriched Bleached	4/10#	**B183**	B	5.64	137	2	
Macaroni Spiral	20#	**B435**	B	5.80	686		
Rolled Oats	12/3#	**B445**	B	10.46	777	2	
Oil, Vegetable	6/1 gal	**B670**	B	23.10	726		
Gold Kist Chix Nuggets (Processed)	20#	**P901**	A	15.54	70	5	
Pierre Beef Patty (Processed)	140/2.3 oz	**P903**	A	30.06	230		

Totals			
Request Value:	$0.00	**Cases:**	0

< Back   Cancel   Refresh   Submit Request

Internet

The screen will reset and the "Request Value" (located at the bottom of the screen) shows you the amount of entitlement you have used for this request.

Gold Kist Chix Nuggets (Processed)	20#	**P901**	A	15.54	70	5	
Pierre Beef Patty (Processed)	140/2.3 oz	**P903**	A	30.06	230		

Totals			
Request Value:	$315.04	**Cases:**	14

< Back   Cancel   Refresh   Submit Request

By subtracting the "Request Value" amount from the "Remaining Entitlement" amount (found at the top of the screen) you can determine how much entitlement you will have left after this Surplus Request is processed.

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NOTE: The system will not let you order more than the remaining entitlement value. (If you are over your entitlement value and try to submit an order you will receive an error message.)

3. Modify your Surplus Request, if needed.

To change any quantities of your Surplus Request, enter your changes in the Quantity column and click on the "Refresh" button. **Print this screen before you submit your Surplus Request.**
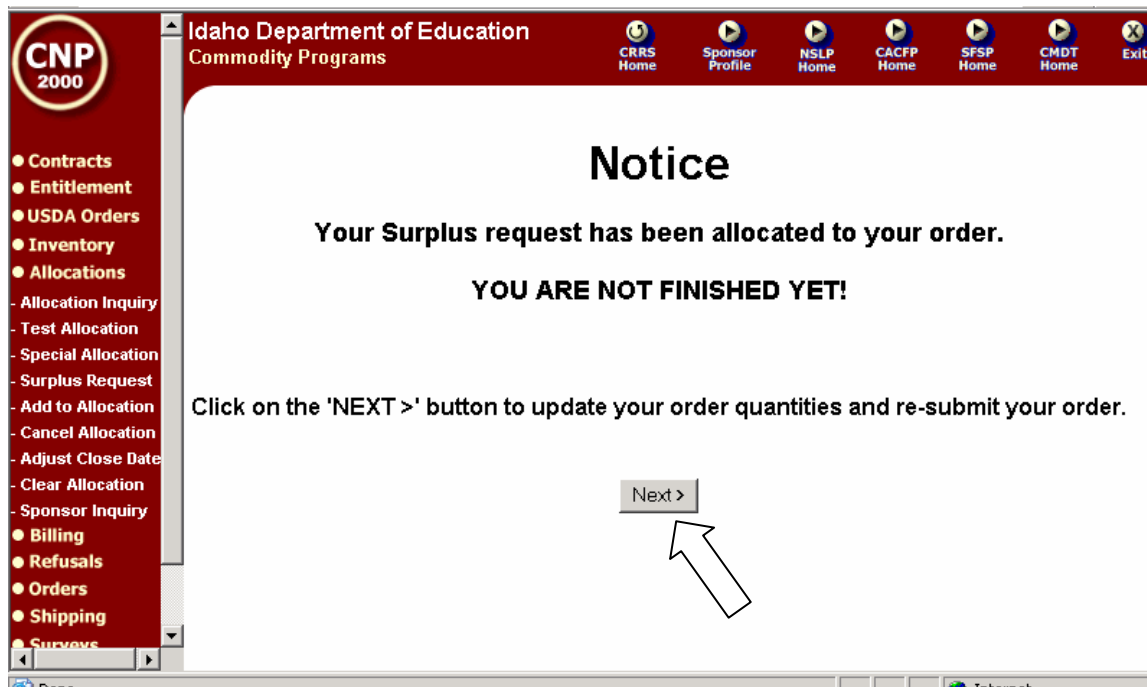
4. Submit your Surplus Request.

When you are satisfied with your Surplus Request, click on the "Submit Request" button.

The following screen will be displayed:

By submitting your Surplus Request, you are adding items to your Part 1 order of allocated items. The next step will be to combine the surplus request order and your order from Part 1 and then submit it.

Click on the "Next" button and it will take you to the Order Screen

5. Combine orders from Part 1 and Part 2.

Select the program year (example: 2004) and click on the "Next" button. The following screen will be displayed:

Click on the link in the "Order#" column to open up the current order. The following screen will appear:

This screen shows Part 1 (Allocation order) and Part 2 (Surplus Request) orders combined together in the Available column. **To complete your order, fill in the quantities of the items you want in the "Order Qty" column.** If you decide not to order an item, leave the entry box empty. See the following screen for example:

NOTE: If you change your mind about the quantity you ordered, you may decrease the quantity at this time – even the allocated items ordered under Part 1. If you want to increase the quantities at this time, you will have to repeat steps 1 through 4 of Part 2 – create a surplus request, then place the order.

Click on the "Refresh" button to see the new total.

First screen (Order Form)

Order Form

Agreement# 0072 Sponsor: Basin S.D. #072 Program: SCH

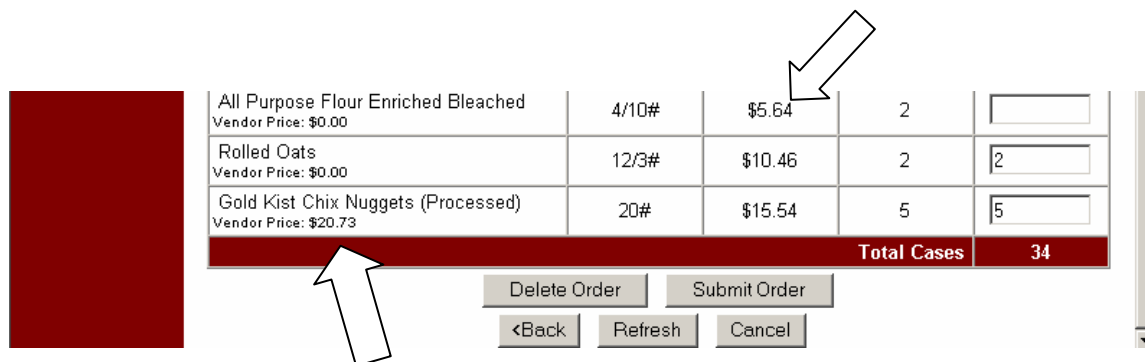| Delivery Location			
Order #	1228	Delivery Period	9/1/2003 - 9/30/2003
Site Name	Idaho City High School	Delivery Type	Carrier Delivery
Delivery Address	100 Centerville Road	Contact	Cyndi Watson
City, State, Zip	Idaho City, ID 83631	Phone	(208)392-4183 Ext. 300

Description	Pack Size	Commodity Value	Available	Order Qty
Beans, Green, Canned Vendor Price: $0.00	6/#10	$7.83	10	10
Corn Frozen Vendor Price: $0.00	30 #	$13.45	12	12
Beef, Frozen, Ground 40# Vendor Price: $0.00	40 LB	$68.38	3	3
NFD Powder Milk (Bonus) Vendor Price: $0.00	55#	$55.97	2	2
All Purpose Flour Enriched Bleached Vendor Price: $0.00	4/10#	$5.64	2	
Rolled Oats Vendor Price: $0.00	12/3#	$10.46	2	2
Gold Kist Chix Nuggets (Processed) Vendor Price: $20.73	20#	$15.54	5	5
			Total Cases	22

Delete Order   Submit Order

<Back   Refresh   Cancel

Second screen

Description	Pack Size	Commodity Value	Available	Order Qty
Beans, Green, Canned Vendor Price: $0.00	6/#10	$7.83	10	10
Corn Frozen Vendor Price: $0.00	30 #	$13.45	12	12
Beef, Frozen, Ground 40# Vendor Price: $0.00	40 LB	$68.38	3	3
NFD Powder Milk (Bonus) Vendor Price: $0.00	55#	$55.97	2	2
All Purpose Flour Enriched Bleached Vendor Price: $0.00	4/10#	$5.64	2	
Rolled Oats Vendor Price: $0.00	12/3#	$10.46	2	2
Gold Kist Chix Nuggets (Processed) Vendor Price: $20.73	20#	$15.54	5	5
			Total Cases	34

Delete Order   Submit Order

<Back   Refresh   Cancel

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At this point, you have one last opportunity to change your total order. Make any changes and click on the "Refresh" button to make sure it is what you want.

It is important you print this screen before submitting your order. The information on this screen should match your Bill of Lading.

NOTE: All items with the word "Processed" after them indicated further processed items from the raw product. An additional fee will be charged by the carrier for these items in place of the delivery fee. Under the name of the processed item is the vendor price you will be charged per case by the carrier. The commodity value is the amount that will be deducted from your entitlement, not the vendor price (see screen below).

All Purpose Flour Enriched Bleached Vendor Price: $0.00	4/10#	$5.64	2	
Rolled Oats Vendor Price: $0.00	12/3#	$10.46	2	2
Gold Kist Chix Nuggets (Processed) Vendor Price: $20.73	20#	$15.54	5	5
			Total Cases	**34**

Delete Order   Submit Order
‹Back   Refresh   Cancel

6. Submit your combined order for the month.

When you are satisfied with your combined order, click on the "Submit Order" button.

● Entitlement
● Allocations
● Orders
- Entry Form
- Inquiry
● Reports

Description	Pack Size	Commodity Value	Available	Order Qty
Beans, Green, Canned Vendor Price: $0.00	6/#10	$7.83	10	10
Corn Frozen Vendor Price: $0.00	30 #	$13.45	12	12
Beef, Frozen, Ground 40# Vendor Price: $0.00	40 LB	$68.38	3	3
NFD Powder Milk (Bonus) Vendor Price: $0.00	55#	$55.97	2	2
All Purpose Flour Enriched Bleached Vendor Price: $0.00	4/10#	$5.64	2	
Rolled Oats Vendor Price: $0.00	12/3#	$10.46	2	2
Gold Kist Chix Nuggets (Processed) Vendor Price: $20.73	20#	$15.54	5	5
			Total Cases	**34**

Delete Order   Submit Order
‹Back   Refresh   Cancel

If there is a problem with your order you will receive an error message. You will need to fix any error before the order can be processed.

The following screen will be displayed:

Print this screen.

Once you have submitted a Surplus Request order, you are done with the commodity ordering process for the month. Both Parts 1 and 2 of your orders are compiled and the items you ordered will be shipped to you.

Entitlement and Commodity Allocation Reports

The Commodity Allocation Report (CAP) shows the quantity and case value of the commodities that have been ordered. This report may be run at any time because it is not part of the ordering process. As soon as the order is submitted you will have access to it.

Important Note: The case value is no longer on the Bill of Lading. This report will now provide you with that information.

To get to the report click on "Entitlement", located in the menu on the left side of the screen, then click on "Sponsor Inquiry "which appears under Entitlement. The following screen will appear.

Select the Fiscal Year by clicking on the arrow next to the year. Choose the year from the drop-down list (example: 2006) then click on the "Next" button. The following screen will appear.

Entitlement Inquiry

Agreement# 0072   Sponsor: Basin S.D. #072   Program: 2006 SCH

Group	Entitlement	Used	Allocation	Date	Original	Status
A and B	$9,270.00					
	$9,029.64	$240.36	Aug05	6/28/2005	$240.36	Successful
	$8,859.96	$169.68	Req3417	7/17/2005	$169.68	Successful
	$8,859.96	$0.00	Aug205	7/27/2005	$0.00	Successful
	$8,859.96	$0.00	Sep05	7/27/2005	$0.00	Successful
	$4,680.82	$716.48	Feb06	12/27/2005	$716.48	Successful
	$4,034.12	$646.70	Req4350	2006	$646.70	Successful
	$3,352.17	$681.95	Mar06	1/26/2006	$681.95	Successful
	$3,114.43	$237.74	Req4492	2/13/2006	$237.74	Successful
	$3,048.88	$65.55	Req4500	2/13/2006	$65.55	Successful
	$2,611.30	$437.58	Apr06	2006	$437.58	Successful
	$2,527.07	$84.23	Req4755	3/1/2006	$84.23	Successful
	$2,224.17	$302.90	Req4854	4/4/2006	$302.90	Successful
Remaining	$2,224.17					

‹Back

As the ordering process is in two parts, so is the reduction in entitlement.

Part 1 is for the allocated commodities and is completed between the 1st and 10th of the month. These entries will be indicated by a three letter month and two digit year (example: Mar06).

NOTE: Amount used for Part 1 shows the dollar amount of the total value of all the allocated commodities. Not until after the 10th will the amount show what you really ordered.

Part 2 is for the surplus request part of the process and is done between the 16th and 25th of the month. These entries will be indicated with a prefix of "Reg" followed by a number (example: Reg4500).

NOTE: Every time you submit an order through Surplus Request a new allocation number is generated. The entry will be labeled "Reg" and followed by a number (example: Reg4755) You may go into the Surplus Request as many times as you wish until the close of business on the 25th of the month. After that you can not make any changes to your order.

To view the report click on the order entry number, in blue, under the "Allocation" column. The following screen will appear:

Commodity Allocation Report

Commodity Code	Description	Pack Size	Vendor Price	Alloc Qty	Case Value	Extended
Entitlement Commodities						
A130	Corn Frozen	30#	$0.00	4	$10.90	$43.60
A204	Potato Rounds Frozen	6/5#	$0.00	3	$11.48	$34.44
A237	Salsa Canned	6/#10	$0.00	2	$14.78	$29.56
A408	Peaches Cling Sliced Canned	6/#10	$0.00	4	$16.75	$67.00
A433	Pears Sliced Cnd	6/#10	$0.00	2	$20.02	$40.04
A568	Eggs Whole Frozen	6/5#	$0.00	3	$15.84	$47.52
A608	Beef Frozen Ground 40	40#	$0.00	2	$56.91	$113.82
B119	Process Cheese Blend Sliced	6/5#	$0.00	3	$45.67	$137.01
P901	Gold Kist Chix Nuggets (Processed)	128/3.75 oz	$31.06	2	$15.48	$30.96
P902	Gold Kist Chix Patties (Processed)	129/3.72 oz	$31.06	2	$15.48	$30.96
P905	Pierre Beef Patty (Processed)	140/2.3 oz	$18.90	3	$35.68	$107.04
			SubTotal:	30		$681.95
			Total:	30		$681.95

This is an example of a Commodity Allocation Report that is generated each time you place an order either through Part 1 or Part 2.

To print the Commodity Allocation Report click on the print icon on the top of the screen.

NOTE: Most of the reports in the CNP2000 program require you use the print icon within the report area. This report does not.

To "Exit" the Commodity Allocation Report click on the "Back" icon located on the top of the screen. Then use the "Back" buttons on the screen to continue to exit.

Reports

Bill of Lading and PAL Reports

Reports are grouped by category. Go to the side bar menu and click on "Reports" and then on the subcategory "Reports." The following screen will be displayed:
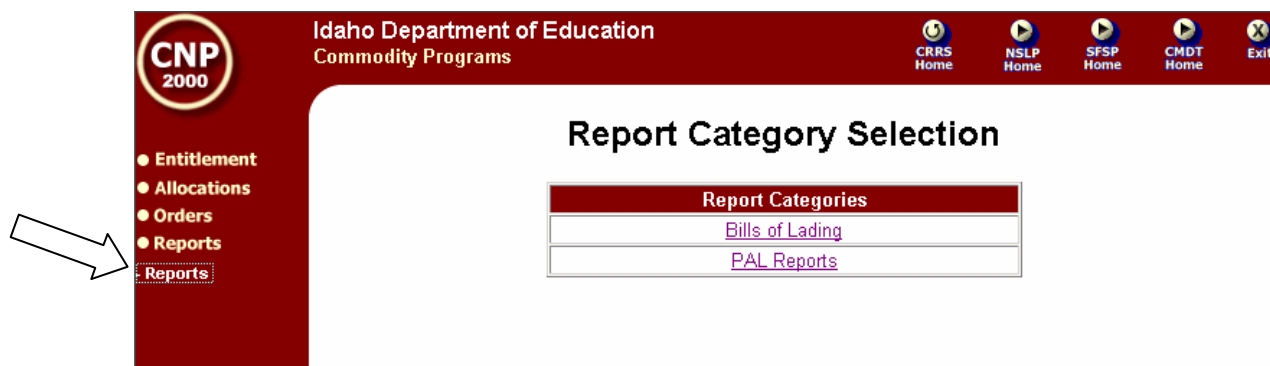

The Report Category Selection is where reports are accessed. You have access to Bills of Lading and PAL (Planned Assistance Level) Reports.

Bills of Lading

A "Bill of Lading" cannot be created until the shipment has been processed. This usually happens around the 26th of the month. You should be able to see your "Bill of Lading" after the 27th of each month.

To view Bills of Lading, click on the "Bills of Lading" link.
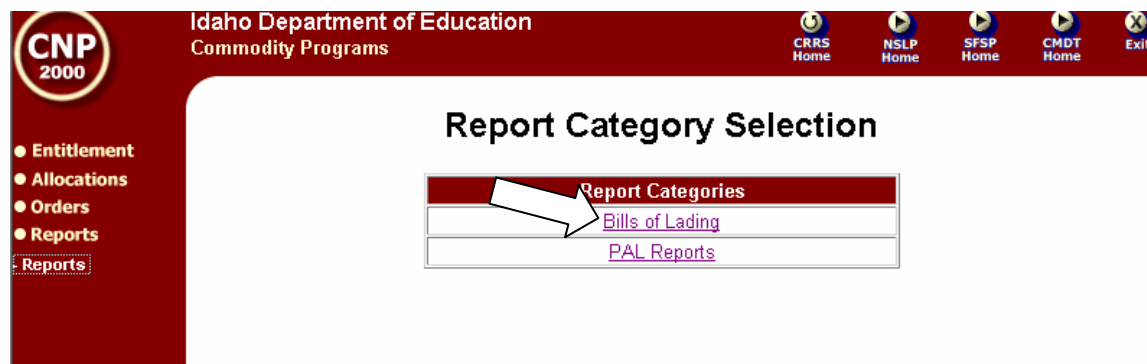
The following screen will be displayed:

Click on the CmdRpt067 link (Displays the Bill of Lading Form for a Specified Month), the following screen will be displayed:

Select the Fiscal Year for the report you want to see from the drop down. Then click on the Delivery Month from the drop down list. Click on the "Next" button. The following screen will be displayed:

You normally will **not** have to choose a Bill of Lading Number unless you had two or more shipments for a single month. Since there is only one shipment each month it is unlikely you would have more than one order.

Click on "Create Report" button.
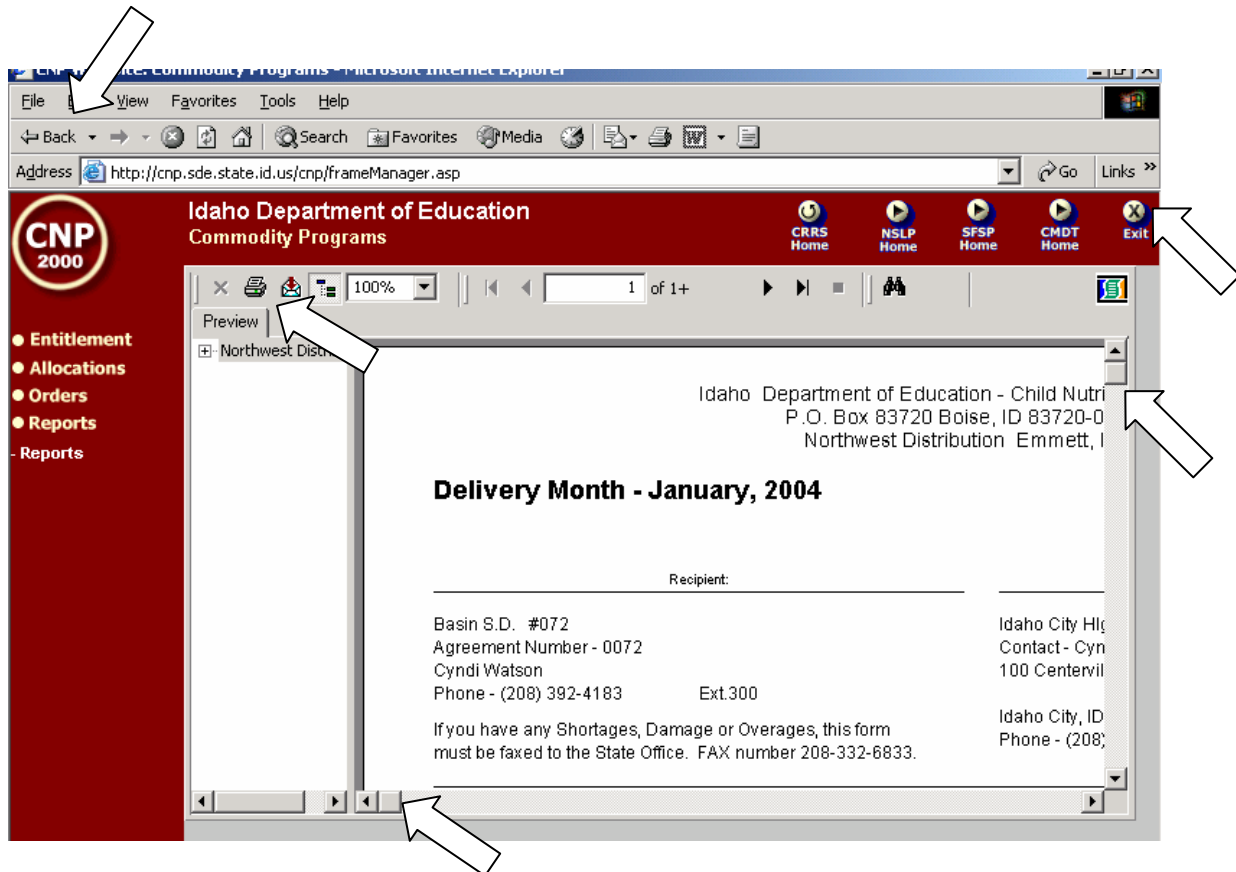
A Bill of Lading report is created. It is a record of what you will receive. You can view the report by moving the bottom and right margin arrows. To view the entire report at one time, you must print the report. **You will want to print the report *before the delivery truck shows up.***

IMPORTANT!!! To print, use the print button located inside the report screen (just above the tab labeled "Preview") – **do not** use the print button in the top tool bar.

To exit this screen, click on the back button on the top of the screen. Then click on a category listed on the side bar menu. Or, if you are done using the system, click on the exit button in the upper right corner of the screen.

Planned Assistance Level (PAL) Report

You create your PAL Reports by entering the time frame of the PAL report you want to view. The report will list everything you have ordered in the timeframe you have requested. The state agency will no longer be sending out PAL Reports – you now create your own PAL Reports, as you need them.

Note: The PAL report is the report the auditor will request.

To print a PAL report, go to the side bar menu and click on "Reports" and then on the subcategory "Reports." The following screen will be displayed:
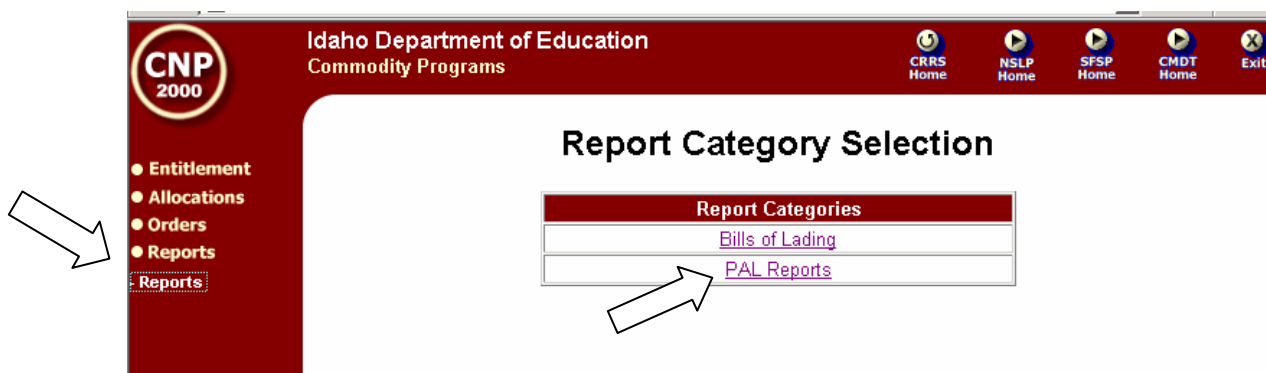
Then, click on the "PAL Reports" link. The following screen will be displayed:
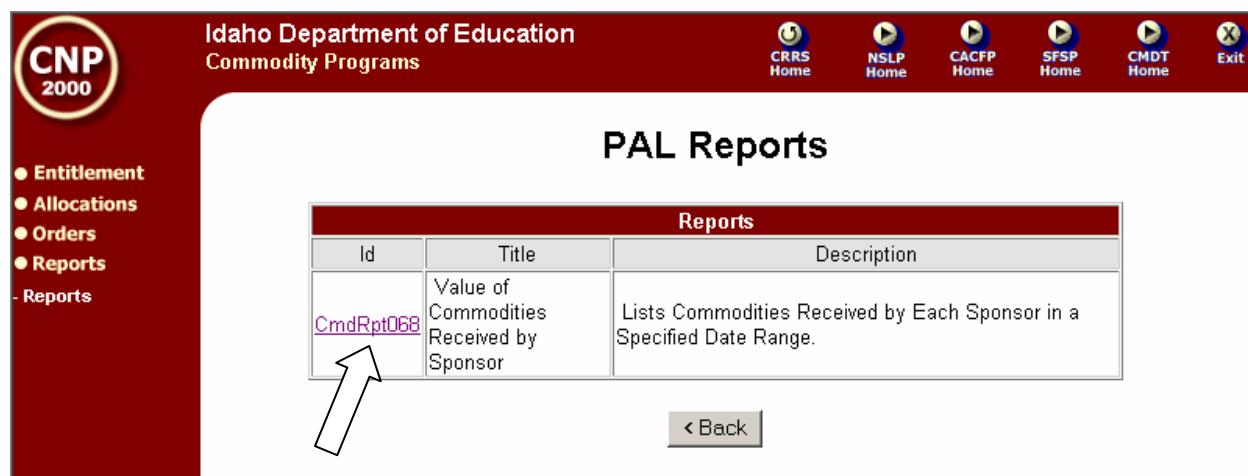
Next, click on the link for "CmdRpt068." The following screen will be displayed:

To generate your report, you must select a Fiscal Year – choose (example: 2004) from the drop down list. You must also select a Program – choose from the drop down list. Click on "Next" to continue. The following screen will be displayed:

Choose your district or site from the drop down list and click on "Next" to continue. You will not have to choose unless you have more than one program (School or Summer Food). The following screen will be displayed:

Enter a date range for your report. Enter a beginning date and an ending date – see the following screen for an example. (You can enter whatever date range you wish as long as it is within the fiscal year you select).

The date needs to be entered as month, day, and year. With two digits for the month and the day, then four digits for the year _____ (mm/dd/yyyy).

After you have entered the date range, click on the "Create Report" button to generate your PAL Report. The following screen will be displayed:

The PAL report created is a record of the commodities you have received during the date range you entered. You can view the report by moving the bottom and right margin arrows. To view the entire report at one time, you must print the report.

IMPORTANT!!! To print, use the print button located inside the report screen, just above the tab labeled "Preview" – **do not** use the print button in the top tool bar.

To exit this screen click on the "Back" button located on the top of the screen. Click on a category listed on the side bar menu. Or, if you are done using the system, click on the "Exit" button in the upper right corner of the screen.